

	FUNERAL POLICY	Operations Order 4.10.03
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1. **GENERAL INFORMATION**

- A. Each funeral service is different, and the Department will make every attempt to support the wishes of a deceased employee's family while following established Department policies and practices.

NOTE: The family of the deceased employee, not the Department or individual employees, decides whether or not to accept the services the Department may provide.

- B. The Employee Assistance Unit (EAU) and the Honor Guard play crucial roles in the planning of an employee's funeral and the delivery of services.

(1) It is the responsibility of EAU to:

- Provide assistance to the immediate survivors of an employee whose death is in the line of duty, non-line of duty, a professional staff employee, or a retiree.
- Ensure the employee's family is provided with the necessary assistance so the funeral is orderly and dignified.
- Provide the proper emotional care for the deceased employee's family, with the funeral arrangements to be decided by the family and their wishes taking precedence over the wishes of the Department.
- Coordinate the participation of all Police and Fire Department resources and other agencies for all funerals upon request from the family as outlined in this policy.

(2) The Honor Guard unit leader will determine the need for resources or placement of personnel in accordance with the services the Honor Guard may provide as listed in [4.10.A EAU Funeral Matrix](#).

- C. Any deviation from this policy must have prior approval by the executive assistant police chief or Police Chief.

2. **FUNERAL TYPES** - The Department may participate in the following types of police funerals:

A. Line of Duty (LOD) (Sworn Officer)	For the sworn officer who dies by felonious or accidental means during the course of performing police functions while on, off duty, or off-duty (working off duty in a police capacity) • Degree of participation and attendance of on duty personnel will be determined by the Police Chief based on current manpower and equipment needs. • Marked police vehicles will be used in the funeral procession.
B. Non-Line of Duty (NLOD) (Sworn Officer)	For the sworn officer who dies as the result of circumstances occurring while in an off duty capacity or on duty, but not considered line of duty. • On duty officers and professional staff may attend the funeral using Department vehicles with the permission of their precinct/bureau commander/administrator based on current manpower and equipment needs.
C. Professional Staff	• For all professional staff deaths, the protocol outlined in 4.10.A EAU Funeral Matrix, will be followed.
D. Retiree	• Honors will be offered to the retiree's family as outlined in 4.10.A EAU Funeral Matrix.

3. **DEATH NOTIFICATION**

- A. The family of an employee who dies on duty will be notified by the employee's bureau/precinct commander, designee, or in their absence, the Department duty officer.
- B. A co-worker, close friend, or member of EAU may assist in the notification to the immediate family.

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3. C. Due to the immediate media attention caused by a line of duty death, personal information identifying the employee's family members, home address, phone number, etc., **should not** be broadcast over the police radio.

4. **DEFINITIONS**

A. Motor Escort	• An administrative movement only along an unsecured route (<u>will not</u> be treated as a motor funeral procession or motorcade) • Not attended by the public and/or Department work units • The Traffic Bureau lieutenant will consider the below when determining the needed resources for a motor escort: * Distance to be traveled * Route and road type to be use * Time of day/traffic conditions * Environmental condition * Potential for public disorder or disruption to the movement
B. Motor Funeral Procession	• A ceremonial event under the control and direction of the Traffic Bureau lieutenant • Attended by the public and/or Department work units • The Traffic Bureau lieutenant will consider the below when determining the needed resources for a motor procession: * Distance to be traveled * Route and road type to be used * Time of day/traffic conditions * Environmental conditions * Number of vehicles involved in the procession * Need for additional jurisdiction participation • Motor movement is conducted as part of a continuous movement along a pre-established route with appropriate traffic control securing the entirety of the route.
C. Motorcade	• A coordinated event typically utilized to conduct the formal movement of a visiting dignitary or a very important person (VIP) under the care and protection of the Department • May be attended by the public and/or Department work units • The Traffic Bureau motors will coordinate their involvement with the Homeland Defense Bureau's Dignitary Protection Unit.

5. **PRE-FUNERAL PROTOCOL**

- A. EAU will advise the affected unit commander of the next steps and options.
- B. If requested or desired by the family, the following will be coordinated for LOD and NLOD deaths in preparation of the funeral services.
- (1) Transferring the officer from the hospital to the Maricopa County Office of the Medical Examiner (OME) and from the OME to the funeral home
- (a) EAU and/or the Honor Guard will coordinate with the officer's family and hospital/OME staff during the release of the officer and subsequent transfer to the OME/funeral home.
- (b) Motor Officers - Depending upon the circumstances, EAU and/or the Honor Guard will request the Traffic Bureau to provide a motor escort (see definition listed in section 4.A of this order) of the officer from the hospital to the OME and the OME to the funeral home.
- On a case by case basis, the Traffic Bureau lieutenant will determine the appropriate resources to be utilized to ensure safe passage of the movement, while mitigating potential safety hazards to the motor officers.

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5. B. (1) (c) The Air Support Unit may provide aerial surveillance during the motor escort to identify potential obstacles or hazards so an alternate route may be implemented.
 - C. An administrative guard watch of the deceased officer is not an established part of the Department's funeral protocol; however, if authorized, will not be performed by the Honor Guard.
 - The administrative guarding of a deceased officer at the hospital, OME, and/or funeral home should be discussed with and approved by the executive assistant chief.
 - * Consideration will be given to the availability of the appropriate resources required to schedule and perform this function.
 - D. Officers and other Department personnel are **not** authorized to self-deploy for the purpose of conducting a cordon or casket watch unless specifically directed by the Honor Guard unit leader.
6. **FUNERAL GUIDELINES-STANDARD PROTOCOL**
- See [4.10.A EAU Funeral Matrix](#).
7. **TRADITIONAL RELIGIOUS FUNERAL**
- A. During a traditional religious funeral, the police role will be adjunct to the clergy and the house of worship participation.
 - B. The content of the sermon is at the discretion of the family and participating clergy.
 - C. If the family has no specific religious preference and requests Department assistance to coordinate the service text, EAU will contact a Department chaplain to have a traditional funeral service conducted.
 - D. If the family does not indicate a preference, the eulogy may be made by the deceased officer's commander/administrator.
8. **UNIFORMS**
- A. Authorized Uniform - The funeral uniform will be the [Class A](#) or [Class B](#).
 - B. Authorized Headgear
 - (1) Helmets will be worn only by motor officers. All others as listed in the [Class A](#) and [Class B](#) uniform policies.
 - C. Badge Shrouds
 - (1) Badge shrouds will only be worn after a Department announcement is published, such as an Employee Notification System (ENS), authorizing the wearing of badge shrouds.
 - (a) Badge shrouds for LOD deaths will be authorized to be worn from the day of notification until internment (burial, cremation, etc.).
 - (b) Badge shrouds for NLOD deaths will only be authorized to be worn on the day of the funeral.
 - (c) Badge shroud specifications:
 - Shrouds will be plain, black, elastic material, and 3/8 inch in width.
 - The shroud will be worn horizontally around the center of the badge.
 - Writing, such as "IN MEMORY", is not authorized.

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8. C. (2) At the discretion of the Police Chief, badges may be shrouded for other law enforcement deaths, such as other Arizona police officers killed in the line of duty, the death of a retired Phoenix police officer, or officers from out of state agencies.

9. **OTHER AGENCY DEATHS**

- A. Official Representation - At the discretion of the executive assistant chief, the Department may be officially represented at the funerals of Arizona law enforcement officers.

- (1) At least four members of the Honor Guard will attend.
- (2) The Traffic Bureau will provide an approved number of motor officers/supervisors.
 - If the funeral is outside the metro Phoenix area, the Traffic Bureau will be responsible for obtaining a trailer to transport the motorcycles.
- (3) Officers will be scheduled to attend during normal duty hours.
 - Overtime will not be allowed unless previously authorized by an assistant chief.

- B. Unofficial Representation - Off duty officers may attend Arizona law enforcement officer funerals in uniform; however, no overtime will be authorized.

10. **MEMORIAL EVENTS**

- A. All memorial events will be coordinated through EAU.
- B. The Honor Guard coordinator will coordinate all participation by Phoenix Honor Guard members for other agency deaths as well as all memorial events.

11. **MEMORIAL MARKERS**

- Nine (9) months following the LOD death of an officer, EAU will begin the process to coordinate the placement of a historical marker at or near the location where the officer was mortally injured.
 - * EAU will also manage the replacement of these markers when they fall in disrepair.

Last Organizational Review: